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Labour Market News

CENTRAL ALBERTA Government of Alberta

JOB SEEKERS

Restaurant jobs

In the kitchen and by the table

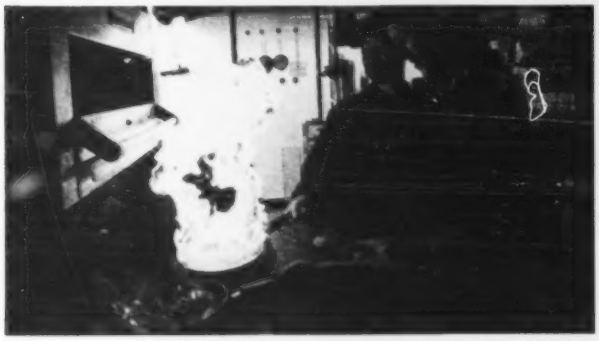
Need work? Try restaurants. Opportunities for both entry-level and experienced workers are constantly opening up as people advance to new positions or switch to other restaurants.

In fact, this industry is probably one of the easiest places to find work quickly (see page 6). Jobs are available in restaurants throughout Central Alberta, and many are currently posting for entry-level positions like dishwashers (page 4) or hosts (page 3). Restaurant jobs are so common you can often find one close to where you live—an important point if you don't have a car.

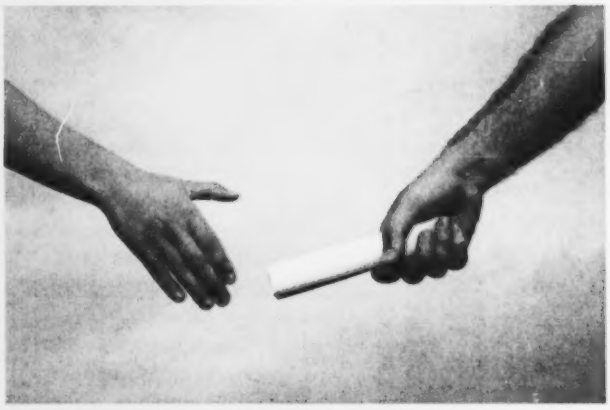
For students or young workers, restaurants are a great place to start their work life. They offer plenty of flexible part-time work that can fit into nearly any school schedule. Working in a restaurant also builds your organizational and communication skills, and it looks great on a resumé for years afterwards.

Restaurant work can have odd hours, varying pay and periods of intense work—but that's just the downside. The upside is a highly social work environment, on-the-job training, high pay when the tips are good, and plenty of opportunity to advance quickly. For cooks like Cameron Lauder (page 3) working in a restaurant is more than just a job. "After doing a lot of different things, this is my career."

Continued on page 2



It can be hard work in a kitchen, but cooks Cameron Lauder and Michael Ubbing take time before dinner to try something new.



EMPLOYERS

Passing the baton

Succession planning for business

Decades of work can go into a business. For many, it is a labour of love and a legacy they would like to pass on to future generations, or new owners outside the family. Few succeed.

"About 70 per cent of family businesses never make it to the second generation, and only 10 per cent make it to the third," says Gordon Wusyk, president and CEO of Predictable Futures Inc.-the Business Family Centre (predictablefutures.com). "It's like business owners have run the ball 99 yards and fumble the ball on the one-yard line. Some businesses shouldn't transfer on to new owners. But a lot of transfers that could work fail because of a lack of planning—you need a game plan."

Succession planning pulls together everything you need to pass a business on to the next generation, whether it stays in a family, or is handed over to a new owner, or the employees. It is a living document that helps guide decisions around ownership, leadership, business structure, tax and growth strategies and goals. Ideally, succession planning works on the owner's schedule, but it is also there for the surprises of life.

Even the best succession plan can't guarantee success. But, it will provide the next generation with a foundation for future growth and hopefully avoid tragic misunderstandings between stakeholders that can hobble a perfectly viable business.

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See page 7 for a related Best Practice story.

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Find us online at WWW.EMPLOYMENT.ALBERTA.CA/CENTRAL

NEXT ISSUE...
2009: The Year in Review

The ups and downs of pay

Pay in restaurants varies a lot. Depending on the type of restaurant, hourly wages can range from minimum wage and go much higher for experienced cooks or chefs. But the hourly rate is only part of your pay.

Tips make up a big part of most restaurant workers' pay. Often servers collect the tips and then split them with their co-workers, including kitchen staff. On good days, tips can bring in a lot of money, but not every day is a good day. Some days are slow and the income from tips disappears. Restaurant workers need to be able to manage their finances for slow times, and budgeting is a good skill to have in this business. You can also try to pick up a few extra shifts like Rahima Ali (page 4), because if there's one thing restaurants offer it's flexibility.

The hours

Restaurants tend to be busy when everyone else wants to eat, which means there is a lot of part-time work available, and split shifts are common. A server, for example, can work over lunch and then again at dinner (see *Work It Out* on page 5 for how to handle odd hours). But for many, the hours can work to their advantage.

Students don't mind working evening shifts, and if you are looking for a part-time second job, restaurant work can fit in nicely. It is also very flexible.

Nearly every restaurant lets workers trade shifts among themselves. It's just part of the business. For someone hoping to extend a weekend or do some extra studying, the option is very helpful. And if you're looking for extra hours, there's usually someone willing to give up a shift or two.

Work's available

If there is a recession-proof industry, restaurants are a good candidate. Everyone needs to eat, and more and more people eat out. Restaurants are a growth industry. It also happens to be labour intensive.

What is it like to work in a restaurant?

A restaurant depends on teamwork to operate well. When a rush of customers come in, servers, hosts, cooks and dishwashers have to work hard and fast to provide the best possible service. And they have to work together. Every job in a restaurant is absolutely critical, and there are a quite a few restaurant managers who believe one of the most important jobs in the kitchen belongs to the dishwasher. In many restaurants the team environment builds work relationships and friendships.

"When you work in restaurants you'll probably hang out with the people you work with," explains server Jessica Orr. "If you just moved here and got a job in a restaurant, by the end of the month you'll be friends with nearly everyone at work."

Organization is another important quality for anyone in the restaurant business. "If you don't plan for what needs to happen in a restaurant you'll fail miserably," says cook Lauder.

On the menu: restaurant jobs

HELP WANTED

1. *Alberta Hotel & Lodging Association*

AHLA's website features a classified ads page with job postings and explains the emerit program (emerit.ca), a national initiative to improve training and standards in the tourism sector, including at restaurants. ahla.ca

2. *Hcareers*

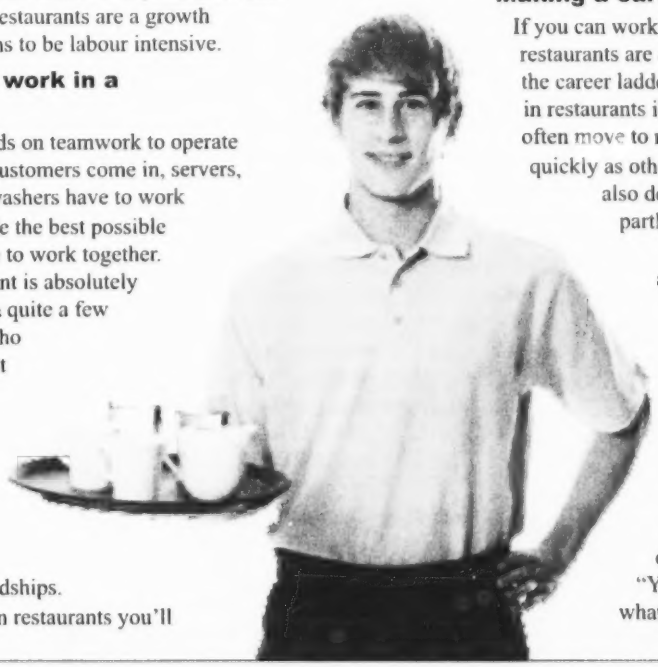
This job board focuses on jobs in the hospitality industry, but lists several food service-related positions. hcareers/ca

3. *National Restaurant Association*

An American association, the National Restaurant Association's website also lists jobs in both the United States and Canada. restaurant.org

4. *Alberta Health Services*

The health sector employs a lot of kitchen staff and the "Careers" section of the Alberta Health Services website allows job seekers to search by city and occupation. albertahealthservices.ca



Making a career in restaurants

If you can work hard and don't mind being busy, restaurants are one of the best places to move up the career ladder without going to school. Turnover in restaurants is high and even expected. Staff often move to new restaurants, and jobs open up quickly as other workers change roles. Restaurants also do an excellent job of training staff, partly because they have to.

When a prep cook isn't available the work still has to be done, and often it is the dishwasher who helps out. Filling in and helping others during busy times is common in most restaurants, and anyone willing to take on new roles can find themselves moving from dishwasher to cook very quickly, all without ever opening a book or taking a course. "You just have to work hard to get what you want," says Orr.

Careers in restaurants
Working with customers

Careers TO CONSIDER

Working at the front end of a restaurant requires teamwork. Often a restaurant will have hosts to greet and seat guests, servers will take orders and deliver the food, and a bartender might be around to pour drinks. Sometimes all those services will be provided by multi-tasking servers. But even then, servers co-operate to make sure patrons walk out the door satisfied.

HOST/FOOD SERVICE HELPER (NOC 6641)

As a host, Jessica Orr is the first person a guest meets as they enter the Moxie's restaurant where she works. She opens the door for them, smiles and helps them find a seat. Hosts and hostesses try to give guests a good impression of the restaurant by greeting them in a warm, friendly manner. If guests have to wait to be seated, hosts and hostesses make them comfortable while they wait. When the servers are busy, Orr is also there to help. "Sometimes I wipe tables or run food, whatever needs to be done," Orr says. By far the most important quality needed to be good host is a ready smile and good attitude. "Meeting people is what keeps me going," says Orr. "When I have good customers, I love coming to work." Taking great care of customers not only makes the day enjoyable, it means better pay. "Tips depend on how many people come in so if you do good, the customer will come back," she says. For Orr, the biggest challenge of the job is dealing with a rush. "Sometimes it's hard to do everything at once and you don't know what to do first. That's probably the most stressful part of the job." Like many restaurant workers, Orr didn't find her job in classified ads or the Internet. She found her job through a friend.

Training: Being a host is an entry-level position that requires little experience, and many hosts are under 18. Employers usually provide training on the job.

Wages: A host's starting hourly pay can range from the minimum wage up to about $14 an hour, but tips are also a big part of the pay.

SERVER (NOC 6453)

Rahima Ali's first job in the restaurant business was filling up boxes for takeout orders, but she found the jump to serving was a change she liked. "I only dealt with one person at a time boxing, but with serving you are always dealing with people. It's very social, and that's what I like about this job—you meet a lot of cool people." As a server at Red Deer's Lava Ultra Lounge, Ali's main job is to take orders and deliver them to tables. With several tables to handle it can get complicated. "One of the main challenges is organization. There can be problems that pop up and you have to work around them so the customer goes home happy." Ali works regular hours, from 10:30 a.m. to about 4:30 p.m. But when she needs a few extra hours it's not a problem. "There are a lot of part-time workers in this business and there's always someone who wants some time off to study for a test, or while they're taking a trip," says Ali. The next step up from a server is often a move into a managerial position, bartending or finding work at a more formal or larger restaurant. But Ali's not sure that is her goal. "I might go to school and become something else, but for the moment, I am really enjoying this," she says.

Training: Servers are mostly trained on the job. Often a host will be introduced to serving as part of their job, or they learn by watching other servers.

Wages: The hourly pay for servers is low, but servers get tips and in a busy restaurant that can add up to a lot. The more expensive and popular the restaurant is, the more of a server's income is likely to come from tips and the higher it will be.

Careers in restaurants
Working in the kitchen

The kitchen of a restaurant can be an intense and hot environment to work in. When a flurry of orders come in, cooks have to work fast to get the orders out to the tables quickly. Besides cooks, kitchens also depend on dishwashers, prep cooks and sometimes there's a chef in charge of it all. A kitchen is definitely a team enviroment.

DISHWASHER/KITCHEN HELPER (NOC 6641)

Dixie Derkaech has been working in restaurants for over 20 years, and has seen the inside of a lot of different kitchens. Right now, Derkaech is at Moxie's working as a dishwasher but like nearly all dishwashers, the job is more than dishes. "I do a little bit of everything: the dishes, help prepare food or help the girls fold napkins," Derkaech says. Derkaech's day starts at 8 a.m. and goes to about 5 p.m. Her hours are usually spent in the kitchen, but there's always something for her to do, whether it's cleaning dishes or helping get ready for the lunch hour. In the restaurant business a good reputation is your best calling card. And in all the time Derkaech has been in the restaurant business, she has never once had to use a resumé. "I made up about 25 resumés and I've never touched them," she says. Derkaech has always found work by word of mouth, and finding work has never been a problem. "With this job I just phoned up and I had an interview after one phone call." Working at Moxie's will probably be the last job Derkaech will have before she retires, and she plans to stay right where she is until then. "There's a great team here, and the team makes the kitchen," she says.

Training: Training to be a dishwashers is done on the job.

Wages: According to the 2009 Alberta Wage and Salary Survey, the average starting pay for a kitchen helper was $9.90 an hour. Wages range from minimum wage to $14.47 an hour. Some dishwashers and kitchen helpers also get a share of tips.

COOK (NOC 6242)

Cameron Lauder has worked on the rigs, in offices, car washes and lumber mills. But to his surprise, being a cook is the one job that became a career. He started as a dishwasher for some quick money and expected to give up the job in a few months. Instead, he was helping out preparing appetizers within a few months. From there his career in the kitchen kept moving forward. There was always something new to learn and some new role to fill. And Lauder was always willing to try. "I have a good work ethic for this," he says. Cooks tend to move from restaurant to restaurant, and Lauder is no exception. Different restaurants can teach a cook different techniques, and each restaurant has its own corporate culture. Lauder found his kind of place with his current employer Restaurant 27. "I was paid more at large chains, but I like the freedom of a small business," he says. "I can experiment with new recipes and new ideas here." While restaurants are big employers of cooks, there are plenty of other options. Work camps, summer camps and large institutions like hospitals all need cooks.

Training: Cooks often learn their job at work, but many decide to go to school. SAIT (sait.ca) and NAIT (nait.ca) both offer cooking diplomas. And because being a cook is a trade in Alberta, you can also go through a three-year apprenticeship to become a journeyperson cook. The program mixes on-the-job training with eight weeks of school a year. You can find out more about apprenticeship programs at tradesecrets.alberta.ca.

Wages: A fairly common starting wage for a cook would be $12 to $14 an hour, but the pay varies between restaurants, and cooks also get a portion of the tips.

TIPS FOR JOB SEEKERS

work it out

Coping with irregular hours at work

Eat, rest and exercise for a better work life

Humans sleep at night for a reason. It comes naturally to us. When you work shifts, particularly at night, you will have trouble getting enough quality sleep, and it can have very serious consequences.

Studies show that shift work causes a lot of health problems including the risk of heart attacks later in life. Not only are there health effects, but constantly changing work hours play havoc with a social life. Shift work also affects how and when you eat. And the changes are not for the better.

Fortunately, employers are becoming more aware of the problems caused by shift work, and are doing a better job of scheduling, creating better work environments and educating workers about the problems of shift. But they will never be able to change our biology.

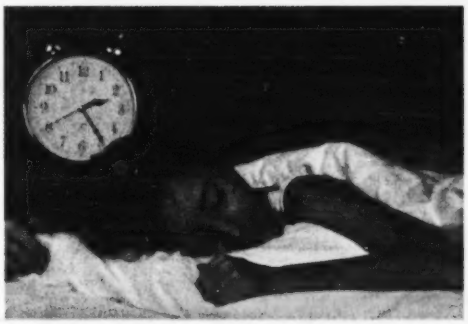
If you work shifts, there will be negative effects on your life. But if you pay attention to your basic health needs, you can limit the damage. Eating right, making sure you rest and staying fit are always important, but for shift workers, they are essential tools to managing their work life.

Eat

- Try to eat at the same time every day.
- Time meals carefully. Afternoon workers should have the main meal in the middle of the day instead of the middle of the work shift.
- Shift workers tend to eat a lot of junk food. Eat a balanced diet, and drink lots of water. Avoid greasy foods, especially at night.
- Take the time to relax when you eat and allow time for digestion.

Rest

- Try to sleep on a set schedule to help establish a routine and to make sleep during the day easier. Try different patterns of work and sleep to see which is best for you, then stick with it.
- Let friends and family know when you will be sleeping.
- Sleep where it is quiet, dark and comfortable. Buy a good set of blinds and some earplugs!
- Take time to relax before going to sleep using muscle relaxation, breathing techniques or some light reading. Use mental imagery to block out unpleasant thoughts.



Stay fit

- Shift work increases stress, blood pressure and causes digestion problems. Make sure exercise is part of your schedule to help reduce these problems.
- Take your leisure time seriously. Plan for it and make room for it in your day.
- Walking to work is an easy way to build exercise into your work day and it helps you decompress after work.
- If you smoke, try to lose the habit.

COMING EVENTS IN CENTRAL ALBERTA

Alberta Employment & Immigration, Red Deer County, Masterpiece, the City of Red Deer and Subway is pleased to present free workshops for employers!
Upcoming Workforce Strategy Workshops—
Location: Red Deer County Centre
38106 Range Road 275
Red Deer County
Registration: 8:15 a.m. (Includes Continental Breakfast)
Workshop: 8:30 a.m. – 11:30 a.m.
To register, please call Jennifer at 403-350-2150 ext. #286, or email jdennis@reddeercounty.ab.ca

October 22, 2009 - Finders and Keepers: Employee Recruitment Strategies

November 19, 2009 - Skills by Design: Employee Development Strategies

January 28, 2010 - Beyond Pay and Benefits: Employee Retention Strategies

February 25, 2010 - Better Balance, Better Business: Employee Work-Life Balance Strategies

March 25, 2010 - Make a Good Match: Employee Selection Strategies

JOB SEEKERS

Finding work in restaurants

The number of jobs available has dropped since the recession started, but there is still a steady and large supply of jobs in restaurants. The classified sections of most papers post jobs for dishwashers, servers and cooks. But if you want to find a job in the restaurant business you may want to talk to your friends first.

Networking works

The restaurant business tends to hire by word of mouth. A manager looking for new staff will probably ask co-workers if they know anyone before they put an ad in the newspaper or on the Internet. It saves time and employees will usually refer people they know would be good at the job. So if you are looking for work in a restaurant the best place to start is with people you know who are already in the business. Tell them you are interested and would like to apply. The next best way to find work in a restaurant is on foot.

Restaurants are very social places, and managers are perfectly willing to chat with someone who walks in looking for work—as long as it's not in the middle of lunch or dinner. But be prepared. Go in looking presentable, with a fresh resumé and a little bit of background information about the restaurant. It helps to know what's on the menu, for example. You should also make a careful choice about which restaurants suit your personality.

Look before you work

One of the nice things about looking for work in a restaurant is the choice. Restaurants can be found in nearly every neighbourhood, and there's probably one close to you. You can also choose between small locally-owned restaurants, where you would probably have more responsibilities, and larger chains where your job will probably be well-defined and the career growth potential high. And if you are interested in food, don't just think about restaurants. Hospitals, schools and bush camps all need people for their cafeterias. There may not be as much call for servers in these workplaces, but they will need kitchen helpers and cooks.

Still, ads can help

While finding work in restaurants is best done in person, the classifieds and Internet job boards like the Job Bank (see right) still work. When a new large restaurant opens, management has to fill a lot of positions, and they often use the classifieds to get the word out quickly. At other times, managers will advertise when they are desperate, or when they want some fresh talent.

How to use the JobBank

Internet job boards like the Job Bank (jobbank.gc.ca) are powerful tools. With a few clicks, a job hunter can search any region of Canada for a particular job category and even search for employers who've posted ads in the past. Job Bank also has advice on writing a resumé, tips for the job search, advice for finding unadvertised positions, information on self-employment, and notes on finding work in non-profit organizations. With computers and the Internet, job hunters can even automate parts of their job hunt.

- With **Job Alert**, any job that matches one of three possible profiles will be automatically emailed to users.
- **Job Match** allows a user to create profiles that will be automatically shown to employers searching for new workers.

See page 9 for other job boards and job seeker resources.

Meet employers: Employer Connections

Once a week Red Deer's Labour Market Information Centre hosts Employer Connections where a local employer is available to sit down and explain their labour needs. It's an opportunity for job seekers to speak directly with the people who can best explain a job and a career.

Find out about upcoming Employer Connections at employment.alberta.ca/central where there are links to two-page summaries of employers' presentations. This website also has useful information on upcoming job fairs and events, links to previous editions of the *Labour Market News*, and links to *Finding Work In...*, a monthly publication giving practical advice about finding work in different industries.

EMPLOYERS

For employers, the Job Bank offers a simple and free way of posting job ads right across the country, while the website's **Job Match** function allows employers to immediately search a database of resumés. The site also has hundreds of well organized links and articles that explain every stage in the hiring process. To post a job ad visit jobbank.gc.ca.

Generations of success

McLevin Industries, family run since 1917

Best Practice FOR EMPLOYERS

World War I was still raging in Europe when, in 1917, a blacksmith by the name of Hugh McLevin Sr. opened his shop in the new town of Red Deer. Nearly a century later the name and the business are alive and well after surviving a great depression, yet another world war, multiple recessions, several booms and more than a few busts.

But How? While Canadian benchmarks of business like Eatons have perished, this prairie business not only survives but continues to grow from one generation to the next.

Beating the odds

"It's a mix," says the current custodian of McLevin Industries, Keegan McLevin. "Each generation learns from the one before it, but each generation brings change and new ideas. When my dad started he introduced invoice systems and better accounting, my great uncle was running the business and gave my dad a bit of flak. He thought it was all a waste of time and money—a handshake was good enough for him. But my dad saw the need for change."

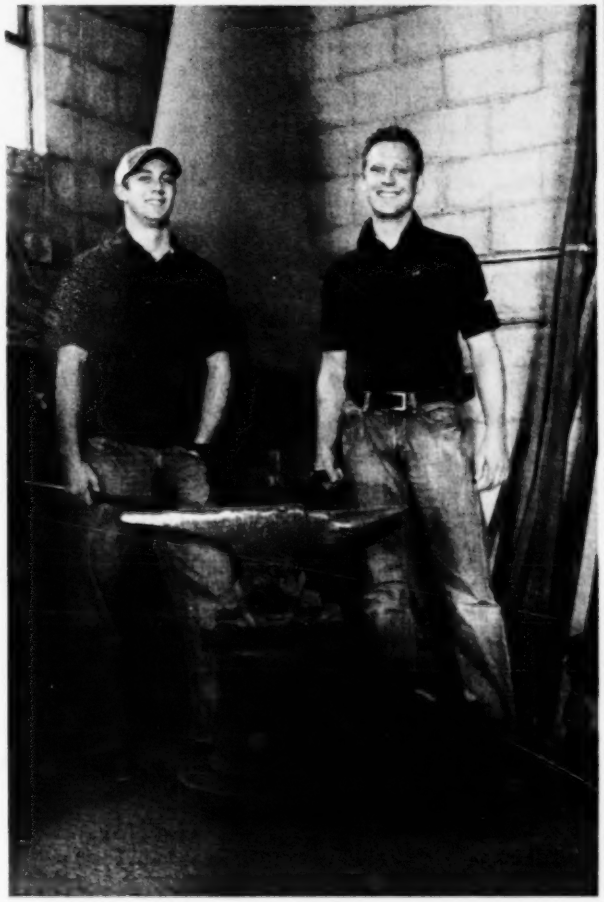
Keegan sees his contribution in technological innovation and meeting evolving standards in the industry. "My dad is the older generation where it was 'yeah, we can weld ... get in here and let's weld.' Now it's a lot more regulated. There's more standards and associations to deal with in order to move forward," he says. "My challenge is to introduce policies, procedures and safety programs because the world is going in that direction."

Keeping the core values

While each generation steps forward with new ideas, Keegan still runs the business walking in the proven footsteps of his dad. "The core values of this company are the employees and customer service, and that is always passed down from generation to generation," he says. "They are the most important things I learned from my dad. He always said you need quality, hard working employees or you don't have a company."

And although values are a difficult thing to teach, Keegan learned his directly from the source—his parents. "I have been around the business my entire life," he says. "I grew up living with it, and hearing my parents talk about the issues. Working in the company from a young age, knowing the employees, and knowing how the company works from a base level all the way up was definitely an asset for me."

Learning a business from the ground up early in life is one of the best ways to ensure a business continues to prosper in then generation. But don't force it. "I wouldn't put pressure on the next generation to take over," Keegan says. "It has to be something they want to do and have a passion for. If the next generation is pressured into it, they won't have a passion for it and it is more likely they will fail."



Keegan McLevin and his brother --- are the fourth generation to continue on the successful Red Deer company McLevin Industries.

The other bit of advice Keegan offers is to keep the process slow. "Don't drop kids into it. There's a lot of information I get from my dad. He is still involved with the business and provides support and knowledge. And while I think I have a lot of good ideas, it is always good to bounce ideas off of people who have been here for the last 30 years or so." When it came to the financial and legal issues of passing on the company, the McLevin family went for help. They set up a financial structure that met their goals and sought the aid of an accounting firm.

The McLevin family has already managed to navigate four generations, but Keegan has no plans to stop. "What I enjoy about this job is carrying on the family business and trying to mould it into something bigger and better that will be around for when my brother and my kids are ready to take it over," he says.

EMPLOYERS

Continued from page 1

The many threads of succession planning

Because businesses are complex, succession planning is complex. To deal with some of the more technical accounting and legal issues, most business owners need help from specialists like lawyers and accountants. But owners shouldn't get caught up with technical issues at the expense of relational issues.

"A lot of time and effort is spent on transferring the assets —tax issues, legal issues," says Wusyk. "But very little time is spent on the people who will be receiving the assets. Without preparation, you can easily go from rags to riches to rags in three generations."

The first and most important step for owners trying to prepare the next generation is to start talking. "In a business, communication is the key element, and the sooner the better," says Wusyk.

It takes a bit of time but Wusyk argues it is extremely important to put aside the day-to-day headaches of business and discuss the big picture. "When you are growing a business, you don't think about what to do with the business, you are thinking about the operational demands of the business," says Wusyk. "You need to stop and develop a plan for life after business. Where do you want to be? Do you want to retire? Or do you want to change your role?"

With a goal in mind, succession planning can start in earnest. But even at these early stages the process must be inclusive. "When I begin consulting with a family, I have in-depth interviews with every single member and the management team," says Wusyk. "And I always advise the family to set up a facilitated and structured family meeting to discuss and prioritize issues."

With a variety of perspectives, Wusyk builds up an accurate picture of the business' history, its current state and the goal. To reach the goal might mean more training for the kids, better communication between stakeholders and a strategic plan for the business, all outlined in a comprehensive succession plan that takes into account human relations.

"The inability to deal effectively with relational and emotional issues is nearly always the reason why succession plans fail," say Wusyk. "You need trust and communication in the family unit to make a plan succeed. How do you build trust? You communicate with facilitation on a regular basis."

Building a solid plan for the future nearly always involves some healthy conflict within the family says Wusyk. But it is worth it and it can be done. For nearly every business owner the process will and should require help from experts, but to get started visit alis.alberta.ca/pdf/cshop/leavesmallbusiness.pdf for a succession planning guide complete checklists.

FOR A BEST PRACTICE STORY ON SUCCESSION PLANNING, SEE PAGE 7.

EMPLOYER

Resources

Both federal and provincial governments have practical programs to help meet the current needs of employers. Here are a few programs that can be of assistance to business.

Information sources

The Labour Market Information page on the Alberta Employment and Immigration (E&I) website offers links to labour force statistics, forecasts, and wage and salary information. (employment.alberta.ca/lmi)

- **The Central Alberta Economic Partnership (CAEP) website (centralalberta.ab.ca) has hundreds of links to information sources and programs including:**
- Support for Training Workers
- Wage Subsidy Programs
- Recruiting Employees
- Employment Services in Central Alberta
- Foreign Worker Employer Guide

Seminars and networking

Employer Connections are held every Wednesday at the Labour Market Information Centre, 2nd Floor, First Red Deer Place, 4911-51 St. (across from the Provincial Building).

The meetings are an opportunity to meet job seekers, employment agencies and career counsellors.

Each week a single employer is showcased and presents their current job opportunities. To participate free of charge call 403-340-5353 and ask for a Business and Industry Liaison.

Labour solutions

- Red Deer Aboriginal Employment Services. Ph. 403-358-7734
- Métis Employment Services. Ph. 403-342-6636
- Career Assistance Network **provides job search workshops, job board and assistance for job seekers. Ph. 403-341-7811**
- Employment Placement Support Services **supports Albertans with workplace training and enhanced employment services. Ph. 403-343-6249**
- **Employment Access offers employment programs for clients with disabilities. Ph. 403-341-2363**
- DRES **provides support and assistance to employers hiring people with disabilities. Contact the Canada-Alberta Service Centre in Red Deer. Ph. 403-340-5353**

Personalized help when needed

There are dozens of programs available to employers. E&I employees will visit the workplace and provide a summary of options and opportunities. For example, they can direct managers to initiatives that will help their business, and workforce adjustment teams are available to help employees find new work if they are laid off.

For more information call 403-340-5353 and ask for a Business and Industry Liaison.

Sign up free: We're live and online

In the News, an electronic digest about regional business expansions, relocations and closures, and *Finding Work In*, which profiles different career opportunities, are available online at employment.alberta.ca/central. A free subscription service will notify you by e-mail when the latest edition of each product comes out.

On the same web page there are *Labour Market News* products for Stettler, Wetaskiwin, Vermillion and Wainwright.

JOB SEEKER

Resources

There are many resources in the central region that can be helpful to job seekers and workers alike.

Where to find us

This publication, In the News, (an electronic digest about regional business expansions, relocations and closures) and Finding Work In, which profiles different career opportunities, are available online at employment.alberta.ca/central.

A free subscription service will notify you by e-mail when the latest edition of each product comes out.

Job search and career websites

- jobbank.gc.ca **(Job listings, links and other services)**
- alis.alberta.ca **(Alberta Learning Information Service)**
- workopolis.ca **(Job listings)**
- monster.ca **(Job listings)**
- nextsteps.org **(Job resources for youth)**
- albertajobs.com **(Job listings)**
- hgcareers.com **(Job listings)**
- healthjobs.ab.ca **(Health care job listings)**

Job search and career information by phone

Alberta Career Information Hotline:

1-800-661-3753

Fax: 780-422-0372 TDD: 780-422-5283

Resumé review service

The Government of Alberta e-Resumé Review Service is a great way to have a resumé reviewed and improved, before sending it to employers.

To access the service, log on to alis.alberta.ca/hotline/resume and follow the instructions to send your resumé for review.

The service is free to residents of Alberta and those seeking work in Alberta.

Resources for labour market information

These websites offer a wealth of labour market information on Alberta and specific communities.

- employment.alberta.ca/lmi **(Alberta Employment and Immigration)**
- alis.alberta.ca **(Alberta Learning Information Service)**
- albertafirst.com **(Business and economic information)**
- centralalberta.ab.ca **(Central Alberta Economic Partnership)**
- alis.gov.ab.ca/js/job-seeker.html) **(Labour market information across Alberta)**
- labourmarketinformation.ca **(Service Canada)**

Seminars and networking

Employer Connections are held every Wednesday at the Labour Market Information Centre, 2nd Floor, First Red Deer Place, 4911-51 St. across from the Provincial Building.

The meetings are an opportunity to meet employers face to face.

LABOUR MARKET INFORMATION CENTRES

Are you looking for a new job? Thinking about another career? Are you wondering about education, or training? The answers to all these questions, and many more, can be found at your local Labour Market Information Centre (LMIC). LMICs have books, magazines, newspapers, software and videos about employment-related topics. Best of all, you can speak to Career and Employment Counsellors who can help you find answers to career questions. There are LMIC's across Alberta. For a complete list, see below or go online to: employment.alberta.ca/lmic.

LMIC's in Central Alberta

Camrose Alberta Service Centre
3rd Flr., Gemini Centre, 6708 - 48 Ave.
Ph. 780-608-2525

Drayton Valley Sub-Office
2nd Floor Provincial Building
5136 - 51 Ave.
Ph. 780-542-3134

Olds Alberta Service Centre
4905 - 50 Ave.
Ph. 403-507-8060

Red Deer Canada-Alberta Service Centre 2nd Floor First Red Deer Place, 4911 - 51 St.
Ph. 403-340-5353

Rocky Mountain House Alberta Service Centre,
4919 - 51 St. Ph. 403-845-8590

Stettler Alberta Service Centre
4835 - 50 St. Ph. 403-742-7586

Wetaskiwin Alberta Service Centre
1st Floor Macadil Building
5201 - 51 Ave.
Ph. 780-361-5878

Lloydminster LMIC
5016 - 48 St. Ph. 780-871-6445

Wainwright LMIC
810 - 14 Ave. Ph. 780-842-7500

Vermilion LMIC
4701 - 52 St. Ph. 780-853-8164